



JOB DESCRIPTION

Job Title	14-19 Admissions Officer
Grade/Scale	Scale 4
Location:	Ystrad Mynach or Rhondda Campus
Reporting to:	Admissions Officer
Responsible for:	No staff responsibility

Purpose of the Post

To act as the link person between schools in Caerphilly and Rhondda Cynon Taff County Boroughs and College Departments on operational aspects of 14-19 provision. To support an effective admissions service, provide advice and guidance to new applicants, progression learners and staff. The post holder will be expected to work at all the campuses.

Key Duties and Responsibilities

1. Coordinate transition plans between the College and Schools:
 - Collaborate with Transition Officer (ALP)
 - Establish clear and concise communication links
 - Working with the school's staff
 - Working Careers Wales
 - Presenting at assemblies
 - Attend school events to promote Coleg y Cymoedd
 - Organise taster sessions for pupils
2. Coordinate and support key stage 4 (14-16 years) learners:
 - Main contact for schools and parents
 - Liaise with schools, parents, county boroughs and heads of schools
 - To work closely with the admissions officers, Recruitment and Progression manager, Heads of school and lecturing staff.
 - Arrange one to one interviews
 - Organise on-site visits
 - Organise course codes, applications and enrolments
 - Be responsible for the monitoring of attendance, progress and behaviour of learners.

3. Admissions – To assist the Admissions Officer as follows:
 - Provide a comprehensive admissions service to prospective, existing learners and staff to include FE, HE and similar cohorts the college recruits. This involves providing individual and group interviews that provide information to help people make the right choice.
 - Ensure appropriate advice and guidance to learners
 - Maintain accurate records and produce reports as and when required
 - Assist during the enrolment, which includes processing offers, authorising enrolments, answering emails, telephone calls and Live Chat
 - Attend related events such as course interviews, advice evenings and days, school career events, school mock interviews in order to publicise what the college offers
4. Deputise for the Admissions Officer when absent
5. Any other duties as may be required within Recruitment and Progressions.

Relationships: Internal

1. Respond effectively to learner and staff enquiries
2. Work effectively with other admissions colleagues
3. Liaise with teaching and business support staff

Relationships: external

1. Liaise with County Borough Councils
2. Liaise with Schools
3. Liaise with Parents and Carers
4. Liaise with potential learners

Additional Activity

- Actively comply with the College Equality of Opportunity Policy
- Participate in and contribute to the College Performance Management And Review process
- Attend staff meetings and learning and development as required
- Actively comply with Fire and Health & Safety Regulations
- Actively comply with all college policies, including confidentiality and data protection

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.

Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of a Assistant to Admissions Officer

Agreed by Post Holder _____ **Date**_____

It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the grade and responsibilities of a Learner Services - Assistant to Admissions Officer.

PERSON SPECIFICATION

LEARNER SERVICES – ASSISTANT TO ADMISSIONS OFFICER

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Qualifications and Training			
NVQ Level 3 in Administration 2 years office related experience GCSE English and Maths Word Processing RSA Stage 2 minimum	Y		Copies of Certificates
Experience / Knowledge			
Experience of administrative systems	Y		App Form
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation		Y	Interview
Skills and Abilities			
Effective use of ICT and other specialist equipment/resources, in particular Microsoft applications	Y		Assessment at interview
The ability to speak Welsh		Y	Interview
The ability to complete Welsh Government pro-forma documents	Y		Interview
The ability to set up and present a presentation	Y		Interview
Excellent interpersonal and communication skill	Y		Interview
Ability to meet deadlines and work under pressure	Y		Interview
Demonstrate suitability to work with young learners and vulnerable adults	Y		Interview
Ability to organise, plan and prioritise work	Y		Interview
Ability to evaluate needs of learners and be customer focussed	Y		Interview
Work constructively as part of a team, understanding other job roles and responsibilities and your own position within these	Y		Interview
Ability to relate well to learners and staff	Y		Interview
General Intelligence and Aptitudes			
Able to demonstrate a sound understanding of issues relating to	Y		App Form & Interview

confidentiality			
Able to learn and adapt quickly to new situations and requirements	Y		App Form & Interview
Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans.	Y		App Form & Interview
Personal Qualities			
Approach a challenge with enthusiasm	Y		App Form & Interview
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations	Y		App Form & Interview
Flexible and quick to adapt to new and changing circumstances	Y		App Form & Interview
Be a reliable colleague who relates to peers and all other staff respectfully, purposefully and positively	Y		App Form & Interview
Confident, enthusiastic, energetic	Y		App Form & Interview
Understands and is committed to Equal Opportunities	Y		App Form & Interview
Able to work alone, with minimal supervision	Y		App Form & Interview
Understands the college commitment to the safeguarding of and for the promoting of the welfare of students.	Y		App Form & Interview